

**TEXAS STATE BOARD OF PHARMACY (TSBP)
JOB VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTOR/SECRETARY**

Job Title:	Systems Administrator III	Closing Date:	Friday, Sept. 15, 2017 @ 5:00 pm
Posting Number:	TBP17-019	Schedule:	Full-time
Reports to:	Information Technology Manager	Division:	Executive Administration
Annual Salary:	\$60,000 FSLA Status - Exempt	Travel:	0%
New Hires/Rehires:	60 day waiting period for health coverage	Military Crosswalk: Army, Marine Corps, Air Force- <i>General Officer</i> , Coast Guard- <i>General Command & Staff</i>	

GENERAL DESCRIPTION

Performs complex (journey-level) systems administration work. Work involves maintaining the upkeep, configuration, and reliable operation of systems. Installs and upgrades computer components and system software. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

Provides administration and maintenance of Microsoft Windows domain environment including Active Directory, Hyper-V, DHCP, Group Policy, and storage.

Assists in deployment and oversight of Microsoft Office 365 environment.

Installs, configures, maintains, and administers operating system software, applications and hardware.

Provides guidance and support in troubleshooting and problem-solving related to system software and hardware.

Assists in providing technical assistance and support for troubleshooting system software and hardware problems for remote and local staff. Responds to incident and problem calls, and processes service requests and tasks.

Provides technical advice, assistance, and status reports to management.

Provides automation support and may configure automation routines using scripting and may include the use of PowerShell or Group Policy.

May train support staff in the installation or use of existing or new systems utilized by the agency.

Develops documentation as required, including installation instructions, configuration guides, and operating procedures for technical support and maintenance.

Work as a team to support the agency's overall technical portfolio.

May manage federation, authentication, and access control systems.

May analyze and assist in defining agency disaster recovery and business continuity responsibilities and procedures.

May assist in recommending to management systems technology solutions and enterprise-related hardware and software standards.

May assist in information systems security administration.

May assist in or perform basic network maintenance functions.

Performs related work as assigned.

MINIMUM QUALIFICATIONS

Four (4) years total experience operating in a highly technical environment, three (3) years of which must be in installing, maintaining, and troubleshooting Windows Domains (Active Directory), Server and Desktop Operating Systems to include but not limited to: Print Services, File Services, Group Policy, Permissions Management.

Experience with IT customer support and/or help desk.

Administration experience with the following preferred: Server Virtualization (Microsoft Hyper-V, VMware...), Microsoft Office 365, Microsoft PowerShell, Microsoft SharePoint, Storage Solutions (NAS, SAN, iSCSI...), Failover Clustering, SQL, Firewall Management (software or hardware), and Basic Network Configuration.

Experience with the following preferred: Working and collaborating with vendors and/or contractors, Project Management, Disaster Recovery Planning, and Peer/CrossTraining.

Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred. Associate's degree or related work experience may be substituted for education on a year-for-year basis.

As a condition of employment, a criminal background check will be conducted (state and national fingerprint background check).

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

Knowledge of systems administration, of computer hardware and software configuration and troubleshooting, of operating systems and applications.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; in solving problems; in scheduling, testing, installing, and implementing system software; and in troubleshooting computer systems.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office environment. Tobacco free work place. Work involves verbally communicating with the public on a daily basis, in person and over the telephone. Work also involves travel to conferences and meetings throughout the country. Travel generally involves flying by commercial airline to distant locations and being away from home for several consecutive days.

VETERAN'S PREFERENCE

In order to receive a veteran's preference for any position, one the following documents must be submitted to TSBP prior to the closing date:

- a copy of the DD-214;
- a statement of compensation from the Veteran's Administration; or
- a copy of the DD1300.

HOW TO APPLY

The Texas State Board of Pharmacy (TSBP) accepts applications only for posted vacancies. The job description and state of Texas application can be downloaded from the TSBP website: <http://www.pharmacy.texas.gov/Job%20Openings/JobOpenings.asp>. Applications must be received by 12:00 Midnight on the closing date. Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Application must be completed with all requested information. Incomplete applications will not be considered.

A resume may be submitted as a supplement to the State of Texas application; however a resume submitted in lieu of a State of Texas application will be rejected. A State of Texas application with "see resume" within the summary of experience is considered incomplete and will be rejected.

Applications may be submitted by mail or email to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-500, Austin Texas 78701; human.resources@pharmacy.texas.gov

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TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.
A copy of TSBP's EEO Plan Utilization Report is available at
http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf*